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Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 29 May 1952

FROM :

SUBJECT: Weekly Report 22 - 29 May 1952

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1. On Monday, 26 May, [] conducted the first of several two-hour sessions on the new Correspondence Manual. We have about [] signed up to come to these meetings.

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2. On Tuesday afternoon [] and I met with [] Assistant Chief of ORR Geographic Division, to gain advice and help on our geography course. We benefited greatly from the meeting and [] is extremely interested in the project.

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3. Wednesday I had a meeting with [] of Personnel (Clerical Placement) to clarify some of the issues involved in problems which have arisen during this first two-week course at []. My staff meeting at noon with my four teachers and [] meeting in the afternoon, further indicated the need of changing some policies and procedures.

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4. This week the orientation hours in connection with the above program consisted of:

a. Discussion of office protocol, led by [] and me.

b. A talk on Communism, given by [] of UTGA.

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c. A two-way discussion of the German treaty, given by [] and one of his UTGA members.

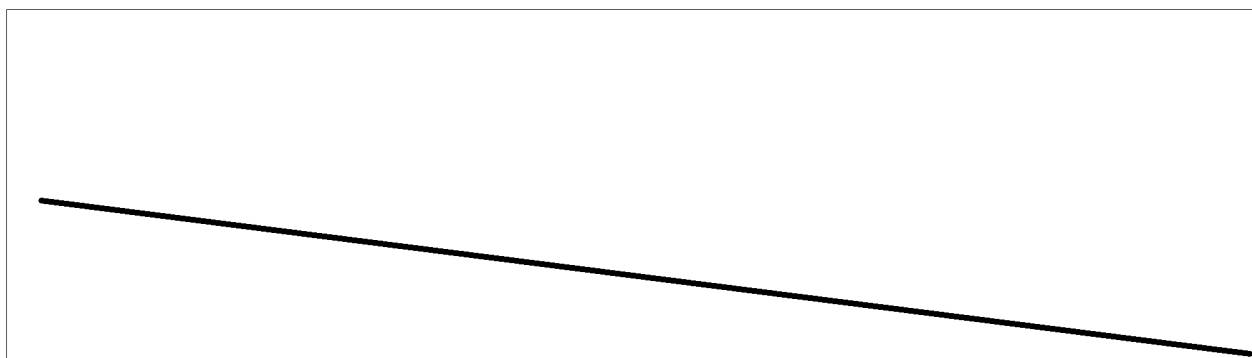
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We are running through several different topics in these hours, experimenting -- in an effort to determine what areas of subject matter will be of most interest and value to these people.

5. The new clerical refresher course which began on Monday is serving about [] people, excluding those coming for the Correspondence Manual.

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25 YEAR RE-REVIEW